



DIVISIONS  
ENERGY  
GAS AND OIL  
MINED LAND RECLAMATION  
MINERAL MINING  
GEOLOGY & MINERAL RESOURCES  
MINES  
ADMINISTRATION

# COMMONWEALTH OF VIRGINIA

## *Department of Mines, Minerals and Energy*

Washington Building/8<sup>th</sup> Floor  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 692-3200 FAX (804) 692-3237  
[www.dmme.virginia.gov](http://www.dmme.virginia.gov)

May 11, 2009

### **RECRUITMENT NOTICE OPEN TO THE GENERAL PUBLIC**

**POSITION:** Energy Analyst (Policy and Planning Specialist II)  
Position No. 00005

**LOCATION:** Richmond, VA

**STARTING SALARY:** \$40,959 – 84,062

The Department of Mines, Minerals and Energy is seeking a well-qualified individual to provide a wide variety of analytical assistance to senior department management, the DMME Division of Energy and other state policy officials. Duties include identification and analysis of electric and natural gas and other energy issues; development and evaluation of energy legislation; and performance measurement. This position has been designated as required to file a Statement of Economic Interests in accordance with §2.2-3114 of the *Code of Virginia*.

**QUALIFICATIONS:** Considerable knowledge of the energy industry, utility regulation, program planning and evaluation, legislative process, research and analysis, and management practices. Knowledge of environmental protection, industrial safety, and energy resources. Demonstrated ability to learn new and complex information quickly; to conduct and report independent research; to analyze, interpret and assess the affects of regulations and legislative proposals; to communicate effectively orally and in writing; to draft legislation; and to work with diverse groups of people. College or university graduate with course work in public or business administration or a related field preferred. Experience in energy regulation, generation, transmission, or distribution strongly desired.

**TO APPLY:** All applications must be submitted on-line through the Commonwealth of Virginia Recruitment Management System <http://jobs.agencies.virginia.gov>

For Addition Information: Telephone: (804) 692-3215; TTY/TTD: (800) 828-1120

**ALL APPLICATIONS MUST BE RECEIVED ON-LINE BY 5:00 P.M., FRIDAY, MAY 29, 2009**

**EQUAL OPPORTUNITY EMPLOYER**  
TDD (800) 828-1120 --- Virginia Relay Center